



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

TABLE OF CONTENTS AAA TUESDAY E-MAILING June 22, 2004

SUBJECT	VDA ID NUMBER
<u>Virginia Aging and AoA in the News</u> (Tim Catherman)	04-180
<u>Home Safety Advice for Families</u> (Carol Driskill)	04-181
<u>White House Conference on Aging – Comments Now Being Accepted</u> (Bill Peterson)	04-182
<u>Heat, Dehydration, and Heat Stroke</u> (Carol Driskill)	04-183
<u>Commonwealth Council on Aging Meeting Minutes</u> (Marsha Mucha)	04-184
<u>Summer Cooling Program</u> (Tim Catherman)	04-185

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: June 22, 2004

SUBJECT: Virginia Aging and AoA in the News

Below are Virginia Aging or AoA related articles that have occurred since last week's Tuesday E-mailing. These links do not require a paid service; however, some (like the Washington Post, etc.) ask a brief survey or registration. Please note some links are time sensitive and can change daily.

If you aware of articles that I am missing, please e-mail me a link for inclusion next week.

VDA and Virginia AAAs In the News

For the elderly, it's more than just a meal

Louise Chagnon is a Botetourt County representative on the advisory board of the League of Older Americans, Agency on Aging.

<http://www.roanoke.com/editorials/commentary/6305.html>

AREA meals-on-wheels struggling to deliver

Hampton Roads Daily Press - Newport, VA, USA

Peninsula Agency on Aging, which administrates the program for Newport News, Hampton and Poquoson, saw its program grow from 350 meals a day in 2003 to 420 meals a day this year.

http://www.dailypress.com/news/local/southofjames/dp-29225sy0jun21_0_6277854.story?coll=dp-news-local-soj>

PULASKI RSVP recognizes volunteers

New River Valley Current - Christiansburg, VA, USA

... has limited Cox's mobility, but the program offers volunteer ... At Virginia Tech, certified by the Virginia Department of ... am, community room, New River Valley Mall ...

<http://www3.roanoke.com/news/nrv%5C6591.html>>

SPORTS provided more than games for Burton's Potter

Coalfield Progress - Norton, VA, USA

... athlete in the school's 50-year history to win the Virginia High School ... Army and has walked with her teammates in the Mountain Empire Older Citizens annual walk ...

http://www.zwire.com/site/news.cfm?newsid=11981098&BRD=1283&PAG=461&dept_id=178484&rfi=6>

1600 Forest Avenue, Suite 102, Richmond, Virginia 23229

Telephone (804) 662-9333 (V/TTY) Fax (804) 662-9354 Toll-Free (800) 552-3402 (V/TTY)

SUBJECT: Aging In The News

Page 2 of 2

GIRL becomes master gardener

Charlottesville Daily Progress - Charlottesville,VA,USA

... It is offered by the Virginia Cooperative Extension, a government ... working with senior citizens through the Jefferson Area Board for Aging and gardening ...

<http://www.dailyprogress.com/servlet/Satellite?pagename=CDP%2FMGArticle%2FCDP_BasicArticle&c=MGArticle&cid=1031776101474&path=!news>

Other

"Deaths prompt two families to sue local nursing homes" --- Two families have filed lawsuits claiming that negligence by employees of nursing homes managed by Kindred Nursing Centers killed their relatives. ---
Virginian Pilot June 19, 2004 (VIRGINIA)

<http://home.hamptonroads.com/stories/story.cfm?story=71946&ran=180664>

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Carol Cooper Driskill
Program Coordinator

DATE: June 22, 2004

SUBJECT: Home Safety Advice for Families

In recognition of Home Safety Month (June), the Home Safety Council offers the following 10 steps to a safer home:

- 1) Keep all stairways, paths and walkways clear of clutter and well lit.
- 2) Install grab bars in bath and shower stalls, and use a non-slip mat or adhesive safety strips inside bathtubs and showers. (Carol Driskill's note: Use a qualified individual for grab bar installment.)
- 3) Post emergency numbers and the National Poison Control Hotline number (1-800-222-1222) next to every phone in your home.
- 4) Install child locks on all cabinets used to store dangerous items such as cleaners, matches, lighters and household chemicals. (Carol Driskill's note: This applies not only to children, but also to some adults.)
- 5) Keep your water heater setting at 120 degrees Fahrenheit or less.
- 6) Install smoke alarms on every level of your home and test them monthly.

Subject: Home Safety Advice for Families

Page 2 of 2

- 7) Develop a fire escape plan for your family that has two exits out of every room and a place to meet outside. Practice makes perfect – hold a family fire drill at least twice each year.
- 8) Always stay in the kitchen while food is cooking on the stove.
- 9) If you have a pool, install four-sided pool fencing with self-closing and self-latching gates. Fencing should completely isolate the pool from the home and be least five feet high.
- 10) Practice touch supervision - stay within arm's length and constantly supervise children in or near water such as pools, ponds, bathtubs and buckets.

Visitors to www.homesafetycouncil.org can download posters and brochures, create a personalized home safety checklist and access free home safety information, tips, and resources. The Home Safety Council is a 501(c)(3) nonprofit organization that works to educate and empower families about home safety. To learn more about their programs, partnerships and resources, visit the Home Safety Council at www.homesafetycouncil.org.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: AAA Directors

FROM: Bill Peterson

DATE: June 22, 2004

SUBJECT: **White House Conference on Aging – Comments Now Being Accepted**

For your information I have attached a list of the members of the White House Conference on Aging (WHCoA) Policy Committee. The Committee is accepting comments regarding the upcoming WHCoA scheduled for 2005. To provide comments, send them via email to Mame Templeton at the Administration on Aging: mame.templeton@aoa.hhs.gov.

Attachment

WHCOA Policy Committee Members

Name	Title	Affiliation
Alejandro Aparicio, M.D.	Director of Medical Education and Associate Medical Director	Advocate Illinois Masonic Medical Center
Robert Blancato	President	Matz Blancato and Associates, Inc.
Senator Larry Craig (R-ID)	Senator from Idaho	U.S. Senate
Clayton Fong	Executive Director	National Asian Pacific Center on Aging
Senator Chuck Grassley (R-IA)	Senator from Iowa	U.S. Senate
Dorcas R. Hardy	President	Dorcas R. Hardy and Associates
Senator Tom Harkin (D-IA)	Senator from Iowa	U.S. Senate
Gail Gibson Hunt	Executive Director	National Alliance for Caregiving
Alphonso Jackson	Secretary of Housing & Urban Development	Department of Housing & Urban Development
Barbara Kennelly	President	National Committee to Preserve Social Security and Medicare
Rep. Howard P. “Buck” McKeon (R-CA)	Representative from California	U.S. House of Representatives
Anthony J. Principi	Secretary of Veterans Affairs	Department of Veterans Affairs
Senator Harry Reid (D-NV)	Senator from Nevada	U.S. Senate
Scott Serota	President and CEO	Blue Cross and Blue Shield Association
Rep.E. Clay Shaw Jr. (R-FL)	Representative from Florida	U.S. House of Representatives
Tommy Thompson	Secretary of Health & Human Services	Department of Health and Human Services
Melvin Leroy Woods	President	Rubicon Public Affairs

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Carol Cooper Driskill
Program Coordinator

DATE: June 22, 2004

SUBJECT: Heat, Dehydration, and Heat Stroke

The heat can create medical risks for older adults and individuals with a serious medical condition.

Perspiration is the body's major way of getting rid of excess heat. When skin circulation is not as effective, it leads to less perspiration and a build up of body heat. The higher the humidity, the more dangerous higher air temperatures are.

Too much heat may lead to dehydration, heat stroke, heat cramps, heat exhaustion, and sunburn. An extremely high body temperature can damage the brain and other vital organs. In some cases, heat related illnesses might be fatal.

For an excellent article entitled ***Stay Cool in the Heat: Preventing Heat Stroke*** by Rachel King, Editor of ***Caregiving Families***, visit *Senior Navigator.com* at http://www.seniornavigator.org/content/healthinformation/heatstroke_rking_purged.asp

For a handout on hydration entitled ***Dehydration: Quenching a Serious Problem***, visit the *Pennsylvania Department of Aging* at <http://www.aging.state.pa.us/aging/lib/aging/dehydration-for-theBB1.pdf>

The base of the Food Guide Pyramid includes eight 8-ounce glasses of fluid a day. Since older adults often don't feel as thirsty as younger persons, they are at increased risk of becoming dehydrated. ***Water: The Fountain of Life***, a popular VDA brochure, is

SUBJECT: Heat, Dehydration, and Heat Stroke

Page 2 of 3

another resource. It can be distributed with home delivered meals and discussed at congregate meal sites. Please contact VDA for more copies.

To decrease the risk of dehydration, drink at least 8 (8-ounce) glasses of fluids daily. At least 3 to 4 glasses should be water and the rest can be other decaffeinated beverages, such as fruit juice and milk. Risk factors and warning signs of dehydration include:

- Dry mouth and cracked lips
- Decreased sweating
- Decreased saliva and tears
- Constipation
- Fever
- Infection
- Diarrhea
- Taking diuretics and other medications
- Drinking less than 6 glasses of liquid daily
- Poor skin elasticity
- Problems chewing and swallowing
- Dizziness
- Decreased urine output or dark urine
- Decreased blood pressure

Some individuals are at increased risk of experiencing heat stroke. Older adults with cardiovascular diseases are at increased risk because heat places added stress on the heart and blood vessels. Individuals with diabetes, arteriosclerosis, cystic fibrosis, Parkinson's disease, and high blood pressure are also more vulnerable. Certain medications add to the potential for heat stroke, including: certain antihistamines, tranquilizers, antidepressants, diuretics, heart and blood medications, and antipsychotics.

Preventive steps to avoid heat exposure include:

- Remain indoors in air conditioning whenever possible
- Avoid going outside during the hottest part of the day
- When outside, incorporate frequent rest periods into outside activities
- Wear clothing that is loose fitting, light colored and lightweight fabric, such as cotton
- When outside, wear a wide brim hat to keep heat away from the face
- Drink plenty of liquids but avoid beverages with alcohol and caffeine which cause dehydration
- Drink fluids, including lots of cold water and juices before you feel thirsty

SUBJECT: Heat, Dehydration, and Heat Stroke

Page 3 of 3

- Check with a physician or health care provider with any concerns about medical conditions, medications and hot weather
- Eat plenty of fruits and vegetables
- Avoid fatty foods
- Know the warning signs of heat stroke and take them seriously

I hope you find this information interesting and useful. Please contact me with any questions.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Marsha Mucha

DATE: June 22, 2004

SUBJECT: Commonwealth Council on Aging Meeting Minutes

Attached for your information are the minutes from the March 4, 2004 Commonwealth Council on Aging meeting.

If you have any questions or would like additional information, please let me know.

Commonwealth Council on Aging

Meeting Minutes

March 4, 2004

Virginia Department for the Aging Conference Room

Members Present: Betty M. Bowden
Mary Lee Cantor
David Cash
Dr. Barbara Chrisley
Jack Hilton
Adolphus Nelum
Suzanne Obenshain
Judi Reid
Xavier Richardson
Shirley Rogers
Elvira Shaw
Barbara Taylor
Erica Wood
Ella Brown Wright

Ex-Officio Present: Terry Smith, *Department of Social Services*

Members Absent: J. W. Burton
Catherine Galvin
Judith Koziol
Raymond Spalek

Ex-Officio Absent: Diana Thorpe, *Department of Medical Assistance Services*

Guests: Cary Speidell, *SeniorNavigator*
Oscar Honeycutt, *National Association of Retired Federal Employees*
Bill Massey, *Executive Director, Peninsula Agency on Aging*

Staff: Jay W. DeBoer, J.D., *Commissioner*
Tim Catherman, *Deputy Commissioner, Support Services*
Bill Peterson, *Deputy Commissioner, Programs*
Janet Riddick, *Director, Center for Elder Rights*
Robin Brannon, *Communications Director*
Marsha Mucha, *Administrative Staff Assistant*

Meeting Called to Order

Mrs. Judi Reid, Chairman of the Commonwealth Council on Aging, called the meeting to order at 10:10 a.m. She welcomed members and guests.

The minutes of the December 4, 2003 meeting were reviewed and approved as submitted.

Commissioner's Report

Commissioner DeBoer reported that Ann Rasmussen, who has been interning at the Virginia Department for the Aging (VDA), has a new baby girl who was born in the middle of February.

Commissioner DeBoer distributed a table of aging-related budget subcommittee items to Council members. Formal deliberations on the budget are to begin today. Some of the budget items Commissioner DeBoer highlighted included:

- An amendment eliminating language in the Governor's introduced budget making additional funding for expansion of the Public Guardian and Conservator Program contingent upon the Governor's proposed tax plan. The introduced budget would add \$110,000 in fiscal year 04-05 and \$250,000 in fiscal year 05-06 to establish five new Public Guardian and Conservator Programs in unserved areas.
- **House version of the budget:**
 1. Eliminates \$250,000 from SeniorNavigator.
 2. Maintains level funding for VDA.
- **Senate version of the budget:**
 1. Restores \$70,191, from the General Fund, in each of the next two fiscal years to the Pharmacy Connect Program in Southwest Virginia
 2. Restores \$1 million, from the General Fund, in each of the next two fiscal years to meet the documented needs of the area agencies on aging (AAAs) such as transportation services, in-home care, adult day health and respite care.
 3. Provides \$200,000, from the General Fund, in each of the next two fiscal years to VDA for care coordination programs offered by the AAAs.
 4. Increases \$400,000, from the General Fund, in each of the next two fiscal years to VDA for additional meals for the elderly offered by the AAAs.

Commissioner DeBoer also reported on legislation before the General Assembly that would expand and modernize Adult Protective Services. He explained that the legislation increases the number of mandated reporters of suspected adult abuse, neglect or exploitation. Commissioner DeBoer further reported that the bill calls for the creation of an adult fatality review team very similar to the fatality review team currently in place for children.

Ms. Terry Smith, Adult Services Program Manager for the Department of Social Services (DSS), further explained that, of the legislation before the General Assembly, SB 318 is the preferred bill, because it still includes a fatality review team (child and domestic abuse fatality review teams are already utilized) and the increase in number of mandated reporters.

Legislative Committee Report

Mrs. Suzanne Obenshain, Chairman of the Legislative Committee, reported that the Council's aging study legislative initiative (HJR 103) had passed the House and was now in Senate Rules.

Mrs. Obenshain explained that, on February 12, she along with Mrs. Galvin, Mrs. Reid and Mrs. Wood visited with legislators determined to be critical to the Council's legislative platform. Mrs. Obenshain noted that everyone she spoke with was critical of the presentation format of the Council's Annual Report and thought that during these difficult fiscal times the Annual Report should have been done in a more cost-effective manner.

Mrs. Reid thanked those Council members who attended the budget hearings around the state. She reported that she has been attending the *For Virginia's Sake* meetings and they are including

the Council's aging issues in their presentation to the legislature. Mrs. Reid noted that the group would like the Council to join in support of the For Virginia's Sake presentation to the legislature.

Mrs. Reid reminded Council members that the day of the Virginia Center on Aging's Legislative Breakfast, the Council was to have met but the meeting was canceled due to bad weather. She noted that she did attend the breakfast and visited at the General Assembly afterwards. Mrs. Reid also noted that the Virginia Association of Area Agencies on Aging (V4A) was very actively visiting that day as well.

Mrs. Obenshain thanked Commissioner DeBoer and Dr. Peterson for providing Council members with the listing of bills of interest to older Virginians and their families. Mrs. Wood noted that V4A also provides legislative updates on their website.

Commissioner DeBoer reported that SB 282 modernizes VDA's description tracking the language that created the Council. The language designating the Commissioner of VDA as the primary advisor to the Governor on aging issues is an attempt to broaden the focus of VDA over and above the delivery of Older American Act services. Commissioner DeBoer noted that the creation of a 4-year state plan follows the basic plan as required for renewal of VDA's federal funding, but would be more of a strategic plan for Virginia.

Public Relations Committee

Mrs. Barbara Taylor, Chairman of the Public Relations Committee, reported that the committee met earlier today and was in the process of brainstorming ways of promoting the Council. She also reported that an "aging facts" letter had been sent out in the fall to each member of the legislature as well as to those who were candidates for office. Mrs. Taylor also mentioned that the next Public Relations Committee meeting would take place at 9:00 a.m. on June 17, 2004.

Discussion of the Strategic Plan and Structure of the Planning and Development Committee

Mrs. Reid explained that, as of June 30, 2004, six members of the Council have terms expiring. Mrs. Cantor and Dr. Chrisley are eligible for reappointment. Mrs. Galvin, Mr. Hilton, Mr. Nelum and Mrs. Obenshain are not eligible for reappointment. Mrs. Reid asked Council members to keep this in mind while discussing the strategic plan and she reminded Council members that each of them had something to contribute to the short and long-term goals of the Council. Dr. Peterson indicated that he was in contact with the Secretary of the Commonwealth's Office to have the Governor make new appointments to the Council.

Mr. Hilton, Chairman of the Planning and Development Committee, distributed copies of a revised and streamlined Strategic Plan for Aging in Virginia. He noted that the plan still contains six principal elements, each of which has a principal goal. Each goal now has one or two action items. At the request of the Executive Committee, the select subcommittees have been discontinued.

Dr. Peterson was asked to facilitate the discussion of the Strategic Plan. It was noted that the purpose of the discussion is for the Council to come to agreement on one or two items from the Strategic Plan where the Council can focus its efforts this year.

After much discussion, the Council will focus on the following short-term goals through June 30, 2004:

- Invite speakers for the June 17, 2004 Council meeting. Council members requested speakers from V4A to speak specifically on programs and services offered by the AAAs. Council members also requested an ombudsman program presentation. These presentations will be educational for the Council and assist members in becoming better advocates on behalf of older Virginians and their families.
- Draft a press release for the Governor to send out in May for Older Virginians Month. The theme for Older Americans Month is "Aging Well, Living Well".
- Devise a template for Council members to use as a guide for suggestions and activities that members can use to educate and expand their communities knowledge of the Commonwealth Council on Aging and the needs of older Virginians and their families. Mrs. Wood will work with Dr. Peterson on preparing the template.

In closing this part of the discussion, it was noted that both the aging study and the 4-year state plan for aging would be ongoing projects that would require the Council's time and attention.

Other Business

Council members were reminded that if they wanted to order business cards to complete the order form included in their packet of materials.

VDA staff was asked to seek clarification as to whether or not Council members whose terms expire continue to serve until a new appointment is made or they are otherwise notified.

Next Meeting

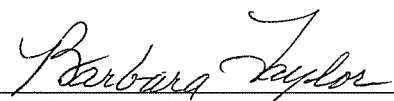
The next Council meeting will be held on June 17, 2004 at 10:00 a.m.

Public Comments

There were no public comments.

Adjournment

There being no further business the meeting was adjourned at 1:30 p.m.


Barbara Taylor, Secretary

06-17-04
Date

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: June 22, 2004

SUBJECT: Summer Cooling Program

For the sixth year in a row, the Virginia Department of Social Services (DSS) will fund the Summer Cooling Assistance Program. A Memorandum of Understanding (MOU) will be signed by both VDA and DSS, which will allow DSS to transfer \$100,000 to distribute to the AAA's.

Within the next several days, you will receive an MOU between your agency and VDA. This MOU builds upon the 2004 Summer Cooling Component of the Virginia Energy Assistance Program administered by DSS. The allocation of funds is based on 60+ population and serve households below federal poverty level guidelines from the 1990 U.S. Census. In administering the local funds, AAA's are permitted to determine eligibility up to 150% of the 2004 federal income poverty guidelines.

The MOU requires AAA's to complete and maintain abbreviated program and expenditure reports. A report is due by the 10th of each month. The final reports are due by September 10, 2004. All reporting forms are available on the VDA website. Reports must be e-mailed to janet.honeycutt@vda.virginia.gov.

Applications for these funds may be taken beginning June 15th through August 16, 2004. Funds must be disbursed by **August 31, 2004**. Attached are the allocations by AAA and the Federal Poverty Level/VDA Sliding Fee Scale.

Applications for these funds may be taken beginning June 15th through August 16, 2004. Funds must be disbursed by **August 31, 2004**. Attached are the allocations by AAA and the Federal Poverty Level/VDA Sliding Fee Scale.

SUBJECT: Summer Cooling Program

Page 2 of 2

Please review your allocation and advise if you feel you would be unable to use these funds within the allocated time period.

If you have any questions, please call Janet Honeycutt at (804) 662-9341 or Jane Snead at (804) 662-9329.

C: Jay W. DeBoer, J.D., Commissioner
William H. Peterson, Deputy Commissioner, Programs
Janet L. Honeycutt, Director of Grant Operations
Warren McKeon, Fiscal Manager
Jane Snead, Contract Coordinator

COMMONWEALTH OF VIRGINIA
MEMORANDUM OF UNDERSTANDING

Between
Virginia Department of Social Services (VDSS)
Division of Benefit Programs
7 North Eighth Street
Richmond VA 23219-1849
And
Virginia Department for the Aging (VDA)
1600 Forest Avenue, Suite 102
Richmond VA 23229

PURPOSE: The purpose of this agreement is to provide an award to the Virginia Department for the Aging (VDA) to enhance its Fan Care/Summer Cooling Program by providing funds for the purchase and repair of cooling equipment and/or electric payments for eligible low-income elderly applicants throughout the Commonwealth.

PERIOD OF AGREEMENT: This agreement shall be effective from June 15, 2004 through September 15, 2004.

ELIGIBILITY CRITERIA: For purposes of this award to VDA, the maximum income level shall not exceed 150 percent of the income poverty level.

SCOPE OF WORK:

The Virginia Department for the Aging shall:

1. Receive \$100,000.00 from VDSS.
2. Receive applications through August 16, 2004 and determine eligibility of applicants.
3. Conform to the requirements of the attachment to this Memorandum of Understanding which is incorporated by reference.
4. Account for all financial transactions.
5. Provide a written report of both approved and denied applications to VDSS at the conclusion of the application period and not later than September 15, 2004. The report shall include the applicant's name, address, monthly income, the amount of assistance approved, type of assistance, Low-Income Home Energy Assistance Program (LIHEAP) benefit amount paid, and the total dollar amount from all sources paid for each approved applicant. The denied report shall reflect the total number of applications denied and the

reasons for the denials. The approval report shall also include the total number of households served with incomes over 130 percent to 150 percent of the Federal Poverty Income Guidelines.

6. Provide a summary verifying expenditure of all funds as an attachment to the written report referenced in Item #4 above. The summary shall reflect either a zero balance or the remaining unspent dollars.
7. Return to VDSS any unspent LIHEAP funds no later than September 30, 2004.

The Virginia Department of Social Services shall:

1. Transfer \$100,000.00 via Interagency Agreement (IAT) to VDA for the purchase/repair of cooling equipment and payment of electric bills for low-income elderly citizens of Virginia.
2. Receive written report from VDA at the conclusion of the application period and not later than September 15, 2004. The report shall provide information pertinent to each approved and paid application; and all denied applications as referenced in Item #4 and #5 of the VDA Scope of Work.
3. Provide VDA with format for data collection for required reports as referenced in VDA Scope of Work.

FUNDING AND METHOD OF PAYMENT: VDSS agrees to transfer to VDA a total of \$100,000.00 upon securing authorized signatures from both agencies.

TERMS AND CONDITIONS:

Authorities: Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the scope of service contained herein.

Availability of Funds: It is understood and agreed between the parties that the VDSS shall be bound hereunder only to the extent of the funds available for the purpose of this agreement.

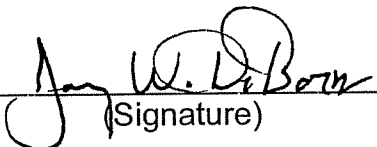
Prime Contractor Responsibility: VDA will be responsible for completely supervising and directing the work under this agreement and all subcontractors that may be utilized using VDA's best skill and attention. Subcontractors who perform work under this agreement shall be responsible to the prime Contractor. VDA agrees to be fully responsible for the acts and omissions of subcontractors and of the persons employed by them as for the acts and omissions of VDA employees.

Subcontracts: In the event VDA desires to subcontract some part of the work specified herein, VDA shall furnish VDSS the names, qualifications, and experience of their proposed subcontractors. VDA shall, however, remain fully liable and responsible for work to be done by subcontractor(s) and shall assure compliance with all requirements of the Agreement.

Modification of Agreement: VDSS may, upon mutual agreement with VDA, issue written modification to this agreement, including scope of work and funding. Any and all modifications to this agreement shall be in writing and signed by the parties below or their official designee.

EXECUTION: IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

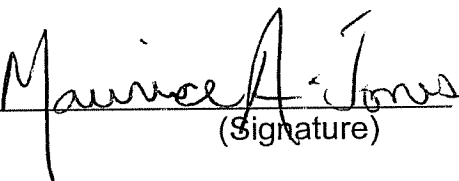
VIRGINIA DEPARTMENT FOR
THE AGING

By: 
(Signature)

Title: Commissioner

Date: 6/16/04

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

By: 
(Signature)

Title: Commissioner

Date: 6/14/04

**2004 COOLING ASSISTANCE COMPONENT
VIRGINIA ENERGY ASSISTANCE PROGRAM**

PROGRAM PURPOSE

The purpose of the Cooling Assistance Component is to assist certain low-income households with cooling equipment or payment of electric bills to operate cooling equipment.

APPLICATIONS

Only one member of a household may make an application for cooling assistance. This application will be assumed to request assistance for all persons residing in the household.

A household may apply more than one time. For example, a household may apply for an air conditioner in June and for an electric payment in August. More than one type of assistance may be approved on a single application. This may happen in the case of a request for cooling equipment purchase/repair and an electric bill payment.

ELIGIBILITY CRITERIA

To qualify for assistance, the household must meet all of the following criteria.

1. Income limits. Acceptable methods for documentation and income guidelines are listed on page 3 of this document.
2. Citizenship. Household members must declare in writing under penalty or perjury whether they are citizens or nationals of the United States or aliens.
3. Residency. The applicant's statement and Virginia service address are acceptable verification.
4. The household must contain at least one elderly person, age 60 or older. Accept the applicant's statement as verification.

ASSISTANCE PROVIDED

Installation of any cooling equipment requires the applicant or a member of the applicant household own the home; or that the renter applicant provide a landlord statement indicating the household's responsibility for cooling equipment.

Household must have no other cooling equipment in the home.

1. Purchase of a portable fan (\$50 maximum).

2004 COOLING ASSISTANCE COMPONENT
VIRGINIA ENERGY ASSISTANCE PROGRAM

2. Purchase and Installation of a Ceiling, Attic, or Whole House Fan (\$350).
3. Purchase and Installation of Air Conditioner (\$550). Warranty information on the compressor is required for applicant and case file.
4. Repair of Central Air Conditioning Unit or Heat Pump (\$300). Warranty information on the compressor is required for applicant and case file.
5. Repair of Installed Fan (\$100 maximum). Assistance may be provided more than once; however, vendor compliance with required guarantees must be evaluated first.
6. Payment of Electric Bill (\$200 maximum). Bill must be in the name of the applicant or a household member or the service address on the bill is the same as the applicant's.
6. Security Deposits (\$200 maximum once per lifetime). A once-per-lifetime payment per household related to the operation of the cooling equipment is allowed. If the household has received an electric security deposit through the Energy Assistance Program previously, the household is not eligible for one under Cooling.

WARRANTY REQUIREMENTS

Air conditioners purchased must have an Energy Efficiency Rating (EER) of no less than 8 and must have at least a two (2) year warranty on the compressor. A copy of the warranty should be retained in the case file.

APPLICANT NOTIFICATION

All applicants must be notified in writing of the approval or denial of their request for assistance. Approved households will be notified of the type and amount of assistance for which they have been approved. They also will be provided with the name of the vendor/company providing the service. Denied households will receive notification of the reason for denial.

DISSATISFACTION WITH ELIGIBILITY ACTION

Any person who is dissatisfied with the action taken on his/her request for assistance will have the right to request a review of that decision.

RECORDS

The contracting agency must maintain documentation for each household. Records must be retained for five (5) years and must contain the following information: signed application, notice of disposition, request for verifications, bills and client correspondence.

2004 COOLING ASSISTANCE COMPONENT
VIRGINIA ENERGY ASSISTANCE PROGRAM

COOLING ASSISTANCE INCOME GUIDELINES –

130% Federal Poverty Income Guideline

Gross income of all household members is used to determine eligibility for Cooling Assistance. No deductions for taxes, etc. are allowed. Money paid to one household member by another member of the same household is not considered income to the recipient.

Household Size	Maximum Income	Household Size	Maximum Income
1	\$1,009	13	\$5,143
2	\$1,353	14	\$5,487
3	\$1,698	15	\$5,832
4	\$2,042	16	\$6,176
5	\$2,387	17	\$6,521
6	\$2,731	18	\$6,865
7	\$3,076	19	\$7,210
8	\$3,420	20	\$7,554
9	\$3,765	21	\$7,899
10	\$4,109	22	\$8,243
11	\$4,545	23	\$8,588
12	\$4,798	24	\$8,932
		25	\$9,277

VERIFICATION PERIOD

Calendar month prior to the month of application. Example: Applicant applies in June; secure income verification for May.

ACCEPTABLE VERIFICATION

- The Energy Assistance Report of approved cases for the year.
 - Earned Income-Pay stubs, pay envelopes or written employer statement.
 - Unearned Income-Award letter, copy of check, written statement from person cashing the check, bank statement of direct deposit, other documents in applicant's possession.
- Countable Income=gross earnings or unearned income prior to any deductions.*

COOLING ASSISTANCE INCOME GUIDELINES – 2004
150% Federal Poverty Income Guideline

Gross income of all household members is used to determine eligibility for Cooling Assistance. No deductions for taxes, etc. are allowed. Money paid to one household member by another member of the same household is not considered income to the recipient.

Household Size	Maximum Income	Household Size	Maximum Income
1	\$1,164	13	\$5,934
2	\$1,561	14	\$6,331
3	\$1,959	15	\$6,729
4	\$2,356	16	\$7,126
5	\$2,754	17	\$7,524
6	\$3,151	18	\$7,921
7	\$3,549	19	\$8,319
8	\$3,946	20	\$8,716
9	\$4,344	21	\$9,114
10	\$4,741	22	\$9,511
11	\$5,139	23	\$9,909
12	\$5,536	24	\$10,306
		25	\$10,704

**Virginia Department for the Aging
Summer Cooling Program
June 2004**

PSA	Formula %	Allocation
1	3.59158	3,592
2	3.80093	3,801
3	6.92407	6,924
4	0.00000	0
5	5.12733	5,127
6	4.84103	4,841
7	3.33812	3,338
8A	1.10864	1,109
8B	1.23068	1,231
8C	2.82934	2,829
8D	0.00000	0
8E	0.00000	0
9	1.96005	1,960
10	3.32310	3,323
11	5.11983	5,120
12	8.08433	8,084
13	4.27309	4,273
14	3.66856	3,669
15	10.06881	10,069
16	1.86619	1,866
17/18	3.50333	3,503
19	3.66949	3,670
20	14.50901	14,509
21	4.83539	4,835
22	2.32711	2,327
Total	100.00000	100,000

jas
6/2/2004